



STEWARDS ACADEMY

SCIENCE SPECIALIST

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e-mail: admin@stewardsacademy.org
Website: <http://www.stewardsacademy.org>



Headteacher: Mrs H. Ginger BSc Mathematical Sciences

**All completed applications should be returned to recruitment@stewardsacademy.org
DO NOT send to any other email address as it may not be received by the HR Department
and your application will not be processed.**

Dear Applicant,

VACANCIES AT STEWARDS ACADEMY

Thank you for your interest in working at Stewards Academy. All non-teaching vacancies shown on our website are accompanied by a full job description that can be downloaded.

I hope the material will encourage you to apply. Due to current COVID restrictions, visits to the academy may not be possible – please telephone and ask for the HR Manager, Mrs Souter, should you wish to look around before applying, or have any queries. Alternatively, you can contact us by email on recruitment@stewardsacademy.org.

The following documents will assist with your application.

- Recruitment and Selection Policy
- Application Form
- Self-Disclosure of Criminal Convictions (SD2) – see note below

Please complete the Application Form and SD2 and return either by post (please use the correct postage 1st class large letter. N.B. standard first class postage will not cover the cost of sending back) or forward as an attachment to the above recruitment email address – see note above. (Should you send your forms via email you will be asked to sign them should you be called for interview).



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Quality Mark



Completing the Application Form

- Please provide details of all periods of work, study, unemployment, etc from the date of leaving secondary education, without any gaps (include any time spent travelling, caring for relatives, raising children, looking for work). **Please include town and county of secondary school, or country if overseas.**
- If you complete Section 9 Continuing Education, you MUST bring any original certificates in with you if you called for interview, even if it is not relevant to the actual post being advertised i.e. A' Levels, University Degree etc.
- Please print names and addresses IN FULL in Section 13 – References. (Please do not forget postcodes as this can cause delays in delivery). Please also add an email contact if you know it. Referees must be work or study related wherever possible. Work references must include your current employment. Relatives or partners are not acceptable. If you do not wish for your reference to be contacted prior to interview, please inform us clearly in writing of this. If successful, we will contact your current employer for sickness and absence history. You will have to give your employer permission to release this information.
- Please check your application form very thoroughly to eliminate spelling, grammar or other omissions.
- Put your surname at the top right-hand corner of the application form; complete it in full, preferably in BLACK INK, and sign it.
- Please return the SD2 form with your application. You may enclose the SD2 in an envelope if you wish, marked with the job title for which you are applying, your name and date. **Retain the guidance notes for your information.**

Further Information

- Due to the volume of correspondence and time constraints we cannot acknowledge all applications. Short-listed applicants will be contacted by telephone to arrange an interview.
- If called to interview, you will need to bring the following original documents with you.
 - **Birth Certificate**
 - **Passport**
 - **Driving Licence (if photocard version please bring paper counterpart form as well)**
 - **Evidence of National Insurance Number (e.g. payslip, P45, P60, HMRC tax letter)**
 - **Examination Certificates**
- We are required to see evidence of any documentation proving your suitability for the post and your right to work in the UK.
- If recommended for appointment, you will be contacted by telephone as quickly as possible following the interview. This is to ascertain your firm interest and to confirm whether you would accept an offer of employment from the academy – this is not a trigger for you to take any action in terms of resigning from your existing job. All

appointments must be authorised by the Headteacher, and are subject to satisfactory references, medical clearance, and a successful Disclosure and Barring Service Certificate.

- You should take no action – nor discuss the matter with anyone – until you receive a formal letter from the academy.
- Successful candidates are required to complete an online fitness to work questionnaire. There may be a requirement for you to complete a more detailed medical questionnaire dependent upon your initial response.
- You will also be required to complete a Disclosure and Barring Service Application. The Academy pays the processing fee. You will be required to provide your address details for the last 5 years. Please remember that if you have been attending University that both your home and term time addresses must be listed in correct date order. If during this 5-year period you have resided abroad, you will be required to provide a Certificate of Good Conduct/Police Record from the relevant country to support your application.
- Should you already have an enhanced DBS and subscribe to the DBS update service, then please bring your original DBS with you.
- All newly appointed staff to Stewards Academy Trust are subject to a 6 month (26 working weeks) probationary period.
- The Governing Body of Stewards Academy Trust and staff are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practices in all aspects of their work.

I look forward to hearing from you.

Yours faithfully,



Mrs Deborah Souter
Headteacher's PA and HR Manager

STEWARDS ACADEMY IS A NON-SMOKING SITE

April 2021